

Indiana Department of Education



Center for Assessment, Research, and Information Technology

Division of School Finance

Room 229, State House - Indianapolis, IN 46204-2798

Telephone: 317-232-0840 or 1-866-234-1414

Facsimile 317-233-6326

MEMORANDUM

TO: All Superintendents
Charter School Sponsors

FROM: Debra Hineline, Director
Division of School Finance

DATE: November 21, 2005

SUBJECT: December 1 ADM Count

The 2003 General Assembly enacted legislation that requires a second count of students in ADM beginning in the 2004-2005 school year. Based on the legislation and the revised rules of the State Board of Education, the second count of students in ADM will occur on December 1. The December 1 ADM count is a required collection by individual student record via our secure STN Application Center.

The data layout necessary for the submission of the ADM count is available on the STN home page in the Data Collection and Reporting Section at <http://www.doe.state.in.us/stn/welcome.html>. The required collection period for the December 1 ADM count is December 1, 2005, through December 16, 2005, which is the final date for submission. During the collection period, you are required to submit a file, review the processing results of the file for errors, review the reports in the Message Center, resolve conflicts, print, sign, and return the Average Daily Membership (ADM) Report to the Department of Education, Division of School Finance, Room 229, State House, Indianapolis, IN 46204. Charter Schools must also complete the Charter School Student Residence Report (DOE-SR).

As a reminder, the rules and guidelines for counting students in ADM have not changed; and are available as part of the data layout documentation described above. Questions about counting students in ADM should be directed to the Division of School Finance toll free at 866-234-1414 or 317-232-0840. Questions about submitting data through the Application Center should be directed to stn_support@doe.state.in.us.

dh